**Artifact 1 Expectations and Examples of Evidences**

*Note: Students should print and reference extended explanation of artifacts with associated rubrics in MELS handbook beginning on page 27.*

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| ***Artifacts*** | ***Expectations*** | ***Examples of Evidences*** |
| Part 1A. PLC Implementation | * Obtain school leadership approval * Establish a professional learning community with minimum of three peers * Goal of PLC is to research areas of need in student learning and development in school * Candidate is knowledgeable of the tenants of a PLC and exhibits knowledge of student learning theory * Candidate has lead an active PLC and identified areas for improvement in the student learning process * Candidate has reported the findings of the PLC to the School Leadership Team | * All of the following should be included:   + Letter/email to principal explaining this activity   + Letter/email from principal indicating approval   + Letter/email to three peers establishing the PLC   + Rationale for selecting the PLC members that the candidate chose   + Evidence of initial/organizational PLC meeting(s) including agenda and minutes used for meeting   + Report of meeting to school leadership team * Write a narrative reflection outlining your process for completing 1A and include this as an evidence for 1A. Also in the reflection, give an overview of the evidences you are submitting for this artifact. * The evidences you include should prove that: “*The candidate has led an active PLC and identified areas for improvement in the student learning process. The candidate has reported the findings of the PLC to the School Leadership Team*.” |
| Part 1B. PLC Facilitation | * PLC members articulated and prioritized the most pressing needs * Candidate presented possible research-based strategies that are feasible for implementation * Candidate developed preliminary action plan during the meeting that will be further addressed and formalized in Part 1E * Candidate presented initial proposed outline action plan to school leadership team | * All of the following should be included:   + Evidence of second PLC meeting including agenda, minutes, data provided by candidate, etc.   + Evidence of prioritized needs by the PLC   + Evidence of research-based strategies presented by the candidate to the PLC   + Evidence of preliminary outline of action plan as a result of the PLC   + Evidence of report to school leadership team * Use the template below (at end of this document) and add your goals and research. Copy and paste this table into a Word document and submit this as an evidence. * Write a narrative reflection outlining your process for completing 1B and include this as an evidence for 1B. Also in the reflection, give an overview of the evidences you are submitting for this artifact. * The evidences you include should prove that: *“The candidate-led PLC has presented the outline action plan to the school Leadership Team for discussion and modification.”* |
| Part 1C: Areas of Improvement Investigation | * Candidate has knowledge of the best instructional practices associated with the identified needs. * Working with the PLC, the candidate has connected the research-based strategies with the learning needs of the students. * Working with the PLC and School Leadership Team the candidate has prepared the staff for implementation of the action plan. | * All of the following should be included:   + Evidence of best instructional practices aligned with identified student needs (could be in narrative form, charts, visuals, etc.)   + Evidence of communication with staff (ideally this is a presentation to the staff) |

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| **Artifact 1B SMART Goals** | | | | | **Research to support goal** |
| **Specific**  What is the desired result? (who, what, when, why, how) | **Measurable**  How can you quantify (numerically or descriptively) completion?  How can you measure progress? | **Achievable**  What skills are needed?  What resources are necessary? | **Relevant**  How is the goal in alignment with the overall mission of the school? | **Time-bound**  What is the deadline?  Is the deadline realistic? | **What research exists to support this goal?** |
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